

STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
OCTOBER 20, 1999
MEETING MINUTES

ATTENDEES:		
Jim Roggero, Chair	Joyce Backes	Rich Beckwith
Mike Benzen	Carolyn Cook	Tim Dwyer
Jeff Falter	Jan Grecian	Gina Hodge
Ritchie Jenkins	Kim Love	John Namassy
Rex Peterson	Jim Poole	Tom Robbins
Betty Rottmann	Larry Senecker	Don Slinkard
Ted Smith	Tom Stokes	Bruce Vieweg
Debbie Wells	Tony Wening	Mary Willingham
Lanny Wingate		

Jim opened the meeting at 8:30 a.m.

ACTION ITEMS

1. Approval of Minutes

Jim asked if there were any additions, deletions or corrections to the minutes of the last meeting. Rich Beckwith stated that his presentation scheduled for next month should be changed to Visual Basic User Group Presentation instead of Database, as was listed in the minutes of the last meeting. The meeting minutes from September 29, 1999, were approved, as amended.

GENERAL BUSINESS

1. CIO Update

Mike distributed information on the Missouri State Emergency Plan for the Year 2000 Rollover. The federal government has requested all 50 states to activate their state emergency management agency for the turn of the millennium. As of this date, eight TV stations in the St. Louis and mid-Missouri area have reserved space at SEMA for New Year's Eve coverage. Mike wants to provide status reports for state agencies to include Mental Health, Health, Conservation, Natural Resources, Office of Administration, Elementary and Secondary Education, Social Services, State Courts, and Revenue. Debbie is developing a checklist for items to check on that evening. The contact phone number is included in the information. Jim recommended that the person identified to report from a specific agency provide the following contact phone numbers: primary, secondary, cell and pager. Mike reminded the agencies that some phones systems are only operational during specific work hours, so they should ensure the numbers provided are functioning at that time. This list of contacts will be distributed at the November ITAB meeting. He stated he expects public concern to increase again after NBC broadcasts the Y2K movie on November 21st. Mike requested time at the November meeting to discuss this topic.

ACTION REQUIRED: Agencies to provide their contacts/numbers to the OIT office for distribution at the next meeting. Time will be allotted at the November meeting for to this topic.

2. Project Management Update

Tom Stokes stated he has been receiving some risk management plans from the agencies and is in the process of reviewing them. The fourth session of Project Management classes began today. He has begun a waiting list for an additional session. Agencies who would like to add someone to his list should submit this in writing to Tom, indicating the number of seats to be reserved. Boston is requesting a three percent increase in costs for this year that was included in their contract. Mike suggested including a budget analyst in a future session.

3. SAM II Update

Jim Schutt was unable to attend this meeting due to the scheduling change. Lanny Wingate stated there were some response problems last week and these are being worked. The Help Desk is averaging around 80 calls per day. Jim stated he has heard several concerns with the warehousing and related costs. Lanny stated that this cost will average around \$75 per person per month for heavy users. Bruce Vieweg stated that Mental Health's two major issues are unacceptable performance and expense. Their agency's costs went from \$6,000 in July to \$21,000 in September. The unavailability of reports is another major problem. Elementary and Secondary Education is partnering with Mental Health to share database structures for the data warehouse. Jim asked if the ITAB members would like to schedule a separate meeting to address the SAM II issues, including data warehouse. The members agreed to have a special meeting on this topic. Jim will contact Jim Schutt to schedule the meeting as soon as possible. Agencies were asked to submit a list of their primary concerns to OIT by one week from Friday. These concerns will be forwarded to Jim Schutt prior to the meeting to allow his team to respond to these questions.

ACTION REQUIRED: Jim Roggero will work with Jim Schutt to schedule a separate meeting on SAM II and data warehousing. Agencies are to send a list of their primary concerns to OIT by one week from Friday.

Lanny also reported the network review contract should be awarded next week. He will update the group at the November meeting.

ACTION REQUIRED: Lanny Wingate will provide an update on the network review contract at the November meeting.

4. Architectural Standards Update

Larry Seneker stated the Architectural Standards Committee's next meeting is scheduled for November 17th.

5. Year 2000 Update

Debbie Wells distributed the updated charts detailing the Year 2000 progress by the agencies. Overall, the departments are an average of 89 percent compliant. She is working with the agencies on contingency plans. She is also developing a form for the agencies to use when checking their systems to determine if problems exist on or after January 1, 2000.

6. Prime Vendor Update

Larry Seneker reported that the consolidated call centers received 320 calls during the first one to two weeks. This group did not have a meeting this month. Some agencies reported they had been experiencing some minor problems. Betty Rottmann stated that they had received 100 laptops in less than one month.

7. Internet/MOREnet Update

Jim expressed appreciation to Tony Wening and his staff for their assistance with the OSCA network architectural review. Tony reported that the video testing for Higher Education is moving along well. He

stated that a press release on Monday from the Legislature stated they will be handling the audio itself, rather than through OA. They are purchasing 1000 licenses to be given to the general public on a first come, first serve basis.

8. Internet Support and Service Update

There was no update given on this item.

9. Statewide Purchasing Update

Larry Seneker stated the consulting bid is still under evaluation. On the RS6000, a model of sole sourcing is being reviewed.

10. Personnel Committee Update

Joyce Backes reported on some concerns relating to the new CIS classifications. Other agencies noted they have been limited to one Specialist III position because of the size of their organization. Mike suggested discussing these issues with Lee Capps. The two major issues that will be discussed at this meeting are evaluations of merit applications and assignment of Specialist III's. Joyce will coordinate scheduling the meeting through Jim/Carolyn.

ACTION REQUIRED: Joyce Backes will schedule a meeting with Lee Capps to discuss personnel issues.

11. E-Commerce Committee Update

Jan Grecian gave the update on the E-Commerce Committee. This committee had its second meeting yesterday. The committee discussed the definition of e-commerce and defined its roles. The committee also brought forth a recommendation that the name of the committee be changed to E-Government. The motion was approved unanimously.

ACTION REQUIRED: E-Commerce Committee to be renamed the E-Government Committee.

12. MOTEC Update

Joyce Backes stated the MOTEC Steering Committee met last week. The Steering Committee is currently working on a charter, better communication of classes, needs, and providing reports with information needed by the agencies. The group is currently meeting monthly. They are also working to develop a rate structure to recoup costs. The facility is being utilized well, with a waiting list at times. Joyce and Jill Hansen plan to meet with Jim Schutt to discuss OA's policy of not allowing non-state people to use the facility. Jim Roggero stated he continues to receive good feedback on the facility.

REPORT OF PLANNED/ACTIVE BIDS

The Department of Mental Health held an MIS pre-bid on October 5th to replace its legacy systems. The closing is scheduled for November 1st.

REVIEW OF ACTION ITEMS

1. The agencies are to provide list of contacts/numbers for the evening of December 31st to OIT, for distribution at the next ITAB meeting. A portion of the November meeting will be devoted to preparation for this event.

2. Jim Roggero will work with Jim Schutt to schedule a special meeting on SAM II, to include data warehousing. Agencies are to send a list of their primary concerns to OIT by one week from Friday.
3. Joyce Backes will work on scheduling a meeting with Lee Capps to discuss personnel issues.

OPEN DISCUSSION

1. Bruce Vieweg stated a meeting is scheduled on November 23rd, at 1:30 in Mental Health's OIS Conference Room to discuss IT performance measures.
2. The Strategic Plan is now completed and OIT will be scheduling a meeting to review the plan in the near future.
3. Presentations scheduled for upcoming meetings were discussed. Presentations on VPN and Computer Leasing are scheduled for the November ITAB Meeting. A presentation on GIS is scheduled for the December meeting. In addition, a Visual Basic User Group presentation will be held at the January ITAB Meeting.

NEXT MEETING

1. The next ITAB Meeting is scheduled for Wednesday, November 24, 1999, at 8:30 a.m. in the Interpretive Center of the Kirkpatrick State Information Center.